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Office of Library Services
Discretionary Programs

LB21 Grant Program Webinar

July 29 & August 13, 2014
3:00 p.m. Eastern Time

Welcome to the IMLS webinar for applicants to the Laura Bush 21st Century Librarian Grant Program. This session is designed primarily to support first-time applicants, but may also be of value to those of you experienced with the LB21 program since we take time to highlight some of the key changes to this year's funding opportunity.

Getting Started with Blackboard

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- Or dial in: 1-888-272-8702; code 2053175#

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- Audio should be enabled through your computer speakers, and if you haven't already done so, please configure Audio Setup Wizard. You can get there from the upper left part of your screen, through the icon with horizontal lines, and there's an illustration of it on the screen right now. Once you go in to Audio Setup Wizard, you'll get several prompts, which will ensure that your audio is optimized for today's webinar.

- If the sound quality is bad or you prefer to dial in, use the number on the screen.

What You Will Learn

- IMLS Strategic Priorities
- OLS National Convenings
- Who is eligible to apply
- What the categories of funding are
- Application components
- Advice for applicants

See LB21 Guidelines for complete details:
*http://www.imls.gov/applicants/lb21_guidelines_2015.aspx*

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In this webinar you will learn who is eligible to apply, what the categories of funding are, application components, the narrative section, the budget, and a few extra thoughts for new applicants. Please remember to read the Guidelines for complete details. This web presentation only gives a brief overview.

IMLS Vision

A democratic society where communities and individuals thrive with broad public access to knowledge, cultural heritage and lifelong learning.

IMLS Mission

The mission of IMLS is to inspire libraries and museums to advance innovation, learning, and cultural and civic engagement. We provide leadership through research, policy development and grant-making.

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IMLS's vision and mission statements are core to the agency's strategic plan for FY2012-2016, and the emphasis, of course, is that IMLS is here to support libraries and museums in serving their communities.

The IMLS Vision is a democratic society where communities and individuals thrive with broad public access to knowledge, cultural heritage and lifelong learning. The mission of IMLS is to inspire libraries and museums to advance innovation, learning, and cultural and civic engagement. We provide leadership through research, policy development and grant-making.
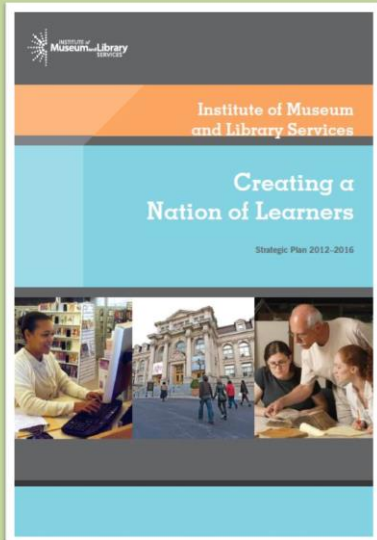
There are three programmatic goals that drive agency-wide grant making: learning, community, and content.

OLS National Convenings

IMLSFocus
Strategic Priorities 2014

✓ **National Digital Platform**

✓ **Learning Spaces in Libraries**

✓ **STEM (Science, Technology, Engineering and Math) Learning in Libraries**

Read more here, or watch webcast archives:
http://www.imls.gov/news/imls_focus.aspx

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During IMLSFocus, a series of national convenings in 2014, IMLS staff and stakeholders discussed three priorities: National digital platform; Learning spaces in libraries; and STEM learning in libraries. We are especially interested in supporting proposals to address these priorities.

National digital platform: IMLS wants to expand and improve digital content and services to all users in the United States, bridging gaps between disparate pieces of the existing digital library infrastructure, for increased efficiencies, cost-savings, access and services.

Learning spaces in libraries: IMLS is interested in work that supports all types of learning and inquiry, including participatory and hands-on learning, in libraries; proposals should focus on how to support and enhance libraries' ability to make their own decisions and investments.

STEM learning in libraries: IMLS wants to build capacity, engage community and encourage partnerships to support STEM learning in libraries. While this goal is related to that of learning spaces in libraries, the difference lies in the emphasis on a specific type of content and program.

This slide shows a screen shot of the IMLS Web page for grant applicants and gives the URL below. The Grant Applicants tab is the first one on the left. This web presentation covers only some of the material available under the Grant Applicants tab, so be sure to check the IMLS Web site for more detailed information and answers.

Link: http://www.imls.gov/applicants/

New guideline format

LB21 guidelines have been reformatted to comply with new standards for federal funding opportunities

http://www.imls.gov/applicants/lb21_guidelines_2015.aspx

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This slide shows a screen shot of the IMLS Web page for grant applicants and gives the URL below. The Grant Applicants tab is the first one on the left. This web presentation covers only some of the material available under the Grant Applicants tab, so be sure to check the IMLS Web site for more detailed information and answers.

Link: http://www.imls.gov/applicants/

LB21 Program Goals

- Recruit and educate librarians and faculty
- Enhance capacity, curricula of LIS programs
- Develop library and faculty leaders
- Conduct research
- Support research of early career LIS faculty
- Current workforce professional development
- Awards: $50,000 -> $500,000

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LB21 program goals are to: Recruit and educate librarians and faculty; Enhance capacity, curricula of LIS programs; Develop library and faculty leaders; Conduct research; Support research of early career LIS faculty; and Promote current workforce professional development. Awards range from $50,000 to $500,000.

Who is Eligible to Apply?

Libraries and Archives
- Either a unit of state or local government, or a 501c3 nonprofit organization
- Located in one of the 50 U.S. states or territories
- One of these six types of organizations:
  1. A library or the parent organization of a library (such as a school district, state agency, academic institution, etc.)
  2. An academic or administrative unit (such as a graduate school of library or information science)
  3. A digital library, if it makes library materials publicly available and provides library services
  4. A library agency that is an official agency of a state or other unit of government
  5. A library consortium that is a local, statewide, regional, interstate, or international cooperative association
  6. A library association

See LB21 Guidelines for complete details

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You are eligible to apply to LB21 if you are a not-for-profit library or parent organization (for example, a school district) located in the U.S., its territories or freely associated states.

Who is Not Eligible to Apply?

You are **not** eligible to apply if you are:

- A federally-funded institution
- A for-profit organization
- An individual
- A foreign country or organization

If you are a non-eligible institution, we encourage you to apply through a partnership with an eligible institution.

See LB21 Guidelines for complete details

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You are not eligible to apply to LB21 if you are a federally funded institution, a for-profit organization, an individual, or a foreign country or foreign organization. However, non-eligible institutions are encouraged to apply through a partnership with an eligible one. See the LB21 Guidelines for detailed information.

LB21 Funding Overview

Expected total of awards: $10,000,000

Anticipated number of awards: 30

Range of awards: $50,000 - $500,000

Average funding per award: $336,000

FY13:

Total requested: $29,146,953 by 84 applicants

Total awarded: $6,100,806 in 21 awards

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LB21 Program Grants

Funding Categories
- Project
- Planning
- National Forum

Project Categories
- Master's Programs
- Doctoral Programs
- Research
- Early Career Development
- Institutional Capacity
- Continuing Education

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When you apply for an LB21 program grant you must designate both a Funding Category and a Project Category. I'll explain the categories more on the next few slides.

LB21 Funding Categories

Project
- $50,000 to $500,000 for up to 3 years
  - 4 years for doctoral projects
- Standard cost sharing rules apply

Planning
- Up to $50,000 for no more than 1 year
- No cost share required

National Forum
- Up to $100,000 for no more than 1 year
- No cost share required

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The three LB21 Funding Categories are Project, Planning, and National Forum. The project category is the one most applicants apply under. Awards range from $50,000 to $500,000 for up to 3 years, or 4 years for doctoral projects. Standard cost sharing rules apply to project category grants. Planning grants may receive up to $50,000 for no more than 1 year and no cost share is required. National Forum grants are up to $100,000 for no more than 1 year, and, again, no cost share is required.

LB21 Project Categories

Project Categories
- Master's Programs
- Doctoral Programs
- Research
- Early Career Development
- Institutional Capacity
- Continuing Education

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LB21 has six Project Categories: Master's Programs; Doctoral Programs; Research; Early Career Development; Programs to Build Institutional Capacity; and Continuing Education.

Master's Programs

- Educate the next generation of librarians and archivists
- Nationally accredited graduate library programs and graduate schools that provide school library media certification programs
- Graduate programs must apply in a partnership that includes one or more eligible library entities

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The goal of the Master's Programs category is to educate the next generation of librarians and archivists. The category is targeted at nationally accredited graduate library programs and graduate schools that provide school library media certification programs. These graduate programs must apply in a partnership that includes one or more eligible library entities.

Doctoral Programs

- Develop faculty to educate the next generation of library and archives professionals
  - Increase number of doctoral students
- Develop the next generation of library and archives management and administrative leaders
- Fund doctoral level scholarships and fellowships
- Graduate schools that offer doctoral degrees in LIS or School Media are eligible

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The goals of the Doctoral Programs category are to:

Develop faculty to educate the next generation of library and archives professionals by increasing the number of doctoral students;

Develop the next generation of library and archives management and administrative leaders; and

Fund doctoral level scholarships and fellowships.

Graduate schools that offer doctoral degrees in Library and Information Science or School Media are eligible.

Research

- Investigate issues and trends affecting library and archival practices
- All eligible library entities may apply, either individually or collaboratively.

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The goal of the Research category is to investigate issues and trends affecting library and archival practices. For all research projects, except Early Career Development Projects, all eligible library entities may apply, either individually or collaboratively.

Early Career Development

- Support innovative research by new faculty on any topic in library and information science
- Assistant professors in graduate schools of LIS and library media education programs
- Hold a doctoral degree
- Untenured and in tenure-track position
- Single principal investigator
- Letter of departmental endorsement
- Very competitive category
  - 1 award made in 2013; 4 awards made in 2014

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The goal of the Early Career Development category is to support innovative research by new faculty on any topic in library and information science. Assistant professors in graduate schools of library and information science and library media education programs who hold doctoral degrees and are in untenured, tenure-track positions with both teaching and research responsibilities are eligible to apply as single principal investigators. You must have a letter of departmental endorsement. This is a very competitive category with 1 award made in 2013, and 4 in 2014.

Programs to Build Institutional Capacity

- Develop or enhance curricula to better educate cultural heritage and information professionals
- Broaden the library and information science curriculum by incorporating perspectives from other disciplines and fields of scholarship.
- Develop projects or programs of study to increase the abilities of library and archives professionals in developing the 21st century skills of their users, including information and digital literacy skills

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The goals of the Programs to Build Institutional Capacity category are to:

Develop or enhance curricula to better educate cultural heritage and information professionals; Broaden the library and information science curriculum by incorporating perspectives from other disciplines and fields of scholarship; and Develop projects or programs of study to increase the abilities of library and archives professionals in developing the 21st century skills of their users, including information and digital literacy skills.

Continuing Education

- Improve the knowledge, skills, and abilities of library and archives staff through programs of continuing education, both formal and informal

- Applicants in this category should research ongoing IMLS efforts in continuing education, with particular focus on:
  - Collaboration across organizations and libraries/archives/museums
  - Producing content that is freely and openly accessible
 - Metrics and evaluation

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The goal of the Continuing Education category is to improve the knowledge, skills, and abilities of library and archives staff through programs of continuing education, both formal and informal, including post-master's programs such as certificates of advanced study, residencies, enhanced work experiences, and other training programs for professional staff.
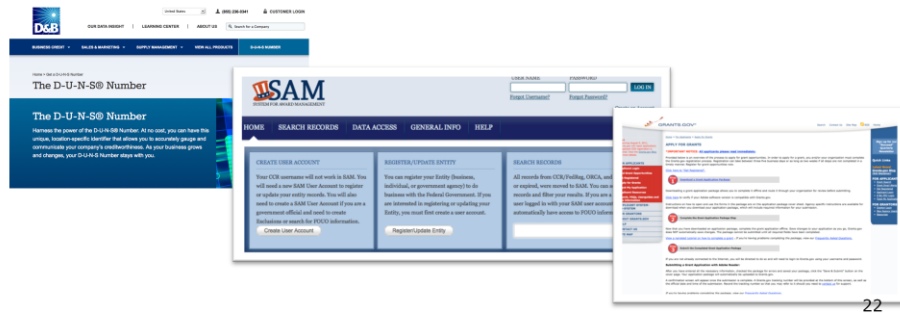
Registering early is one of thing we strongly recommend to help make certain you're able to meet the September 15 deadline. There are three places where you must register your organization in order to be able to submit a proposal—DUNS, SAM, and Grants.gov.

SAM (System for Award Management) replaced CCR (Central Contractor Registration) last year. Important to keep in mind here is that your SAM registration is good for one year and must be renewed.

Grants.gov, of course, is the portal through which you will file your application. Allow at least two weeks for the registration process here, and even if you know you're registered, make sure you know who is authorized for your institution and make sure they know their password. Staffs change, people retire, and passwords get misplaced. In fact, if you don't know for absolutely sure that this is all in place now, I'd recommend checking on it as soon as we get done today. Again, it's not something you want to be trying to accomplish anywhere close to the deadline.

LB21 Application Components

Check guidelines for requirements regarding:

- Document format
- Page limits
- Naming convention
- Document order
- Complete applications

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- This list table, found in the guidelines, will help you to keep track of all the application components needed to submit a complete application because it serves as a checklist of application components. It also identifies document formats and naming conventions, and it provides links to instructions and forms.

There are three sections under which components are grouped. (Note the arrows) This is very important.

- **Required Documents** means that all applications must have these components – any application that arrives through Grants.gov missing these is incomplete and will not be considered.

- **Conditionally Required Documents.** If you meet the condition specified here, (e.g. you are a nonprofit, you are using a negotiated indirect cost rate, your project will produce a digital product) you must submit the required form. If it comes through Grants.gov missing any conditionally required form, it will be considered incomplete.

- **Supporting Documents,** in contrast to the other two, are optional. They provide information that supplements the narrative and supports the project description provided in your application. We give some advice on this, which

is essentially be thoughtful about what you include. More just for "more's" sake is rarely better. In fact, "more" can put reviewers in a poor frame of mind. Make sure you include all that you should, not just all that you can.

LB21 Application Components

First and foremost is the SF-424S

- Also known as the "Application for Federal Domestic Assistance/Short Organizational Form"
- Only available on Grants.gov
- The SF-424S provides the link between Grants.gov and the IMLS grants management system

LB21 Application Components

First and foremost is the SF-424S, also known as the "Application for Federal Domestic Assistance/Short Organizational Form." This form is only available on Grants.gov. The SF-424S provides the link between Grants.gov and the IMLS grants management system.

LB21 Application Components

- Abstract
  - *No more than 1 page*
- Program Information Sheet
- Organizational profile
- Narrative
  - *No more than 10 single-spaced pages*
- Schedule of Completion
- Budget Documents
  - *Budget form and Justification*
- Key Project Staff Documents
  - *List and résumés*

Other LB21 Application Components are:

- Abstract, which should be no more than 1 page;
- Program Information Sheet, which contains its own shorter abstract;
- Organizational profile;
- Narrative of no more than 10 single-spaced pages;
- Schedule of Completion;
- Budget Documents
  - Detailed, Summary, Justification; and
- Key Project Staff Documents
  - List and resumes.

Program Information Sheet

- Additional questions for IMLS analysis

- Fillable PDF form only

The program information sheet is basically the face sheet for the agency. Here is where you explicitly state your identity and your intentions. It is actually a supplement to the SF-424, or the Application for Federal Assistance form, a standard form required for all federal grant funding. All applicants are required to disclose institutional financial data on the program information sheet. It's not a complicated form however it is designed to support various grant programs so you'll want to be careful to make certain you don't miss any LB21 requirements. Let us know if you get stuck.

Narrative Components

- Statement of Need
- Impact
- Project Design and Evaluation
- Project Resources – Personnel, Time, Budget
- Diversity Plan
- Communication Plan (if applicable)
- Sustainability Plan (if applicable)

❖ Planning grant proposals do not have to address either sustainability or communication
❖ National Forum grant proposals do not have to address sustainability

At ten pages, the narrative is the core of your application. Its components are:

- Statement of Need;
- Impact;
- Project Design and Evaluation;
- Project Resources, specifically, Personnel, Time, Budget;
- Diversity Plan;
- Communication Plan; and
- Sustainability Plan.

Remember that Planning grant proposals do not have to address sustainability or communication; and National Forum grant proposals do not have to address sustainability.

Other required documents

Conditionally Required Documents (if applicable)
- Proof of Nonprofit status
- Federally Negotiated Indirect Cost Rate Agreement
- Digital Stewardship Supplementary Information Form
- Sample curriculum
- Service expectations/recruitment documentation
- Student placement documentation

Supporting Documents (if applicable)
- Information that supplements the narrative and supports the project description
- Partner letters of commitment

Your LB21 application may also include one or more of the following conditionally required documents (if applicable)

- Proof of Nonprofit status;
- Federally Negotiated Indirect Cost Rate Agreement;

- # Digital Stewardship Supplementary Information Form;
- Sample curriculum;
- Services expectations/recruitment documentation; and
- Student placement documentation.

Your LB21 application may also include one or more of the following supporting

documents (if applicable)

- Information that supplements the narrative and supports the project description
- Partner letters of commitment

Budget Documents

- Budget form
  - Include project costs charged to grant funds and those supported by cost sharing
- Budget Justification
  - Explains how the budget figures relate to project activities
- 4 year Doctoral project applicants – see guidelines for instructions

Your application includes two types of budget documents:

- # Single budget form
  - ## Include project costs charged to grant funds and those supported by cost sharing
- # Budget Justification that explains how the budget

figures relate to project activities

- 4 year Doctoral project applicants – see guidelines for instructions

The single budget form also is a fillable PDF form that does the math for you. You need to explain your project's costs in your budget justification, which is a narrative that you'll create and upload as an attachment. Doctoral category applicants – see the note in the guidelines about how to apply for four years of funding using this form.

Allowable and Unallowable Costs

- Follow IMLS and government-wide cost principle rules regarding allowable costs
- Allowable cost examples:
  - Tuition and fees
  - Course buyouts, summer session salary
  - Project personnel
- Unallowable cost examples:
  - Fundraising costs
  - Social activities, ceremonies, or entertainment
  - Advocacy

It is critical to understand the difference between allowable and unallowable costs and to follow IMLS and government-wide cost principle rules regarding allowable costs.

Allowable cost examples are:

- tuition and fees;
- course buyouts, summer session salary; and
- project personnel.

Unallowable cost examples are:

- fundraising costs;
- social activities, ceremonies, or entertainment; and
- advocacy.

Indirect Costs

- Overhead or administrative costs to the organization that cannot be directly linked to a single grant, for example, heat or electricity.
- Cannot apply indirect costs to Planning or National Forum
- LB21 Guidelines give the four Indirect Cost options
- You may apply a portion of allowed, indirect costs to your local match (cost share) requirement

Indirect costs are overhead or administrative costs to the organization that cannot be directly linked to a single grant, for example, heat or electricity. You cannot apply indirect costs to Planning or National Forum grants. The LB21 Guidelines give the four Indirect Cost options. You may apply a portion of allowed, indirect costs to your local match (or cost share) requirement.

Matching Requirement

- Project costs not charged to IMLS that support project activities, including contribution of property and services, and in-kind contributions, such as staff time.
- 1:1 match required for every federal dollar spent on non-student support activities
- Does not apply to the following categories
  - Early Career Development
  - National Forum
  - Planning

Matching Requirement

Cost share is the portion of project costs not charged to IMLS that support project activities, including contribution of property and services, and in-kind contributions, such as staff time. A 1:1 match is required for every federal dollar spent on non-student support activities. This requirement does not apply to the following categories: Early Career Development, National Forum, or Planning.

Application Tips

1. Check your eligibility
2. Read and follow the guidelines
3. Be certain your project goals relate to the goals of the program and category to which you are applying
4. Take time to carefully research and articulate the need for your project
5. Use format requested in the guidelines, including the narrative outline

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Application Tips
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4.   Take time to carefully research and articulate the need for your project
5.   Use format requested in the guidelines, including the narrative outline

Application Tips

6. Prepare your budget form
and budget justification
carefully, and double-
check that numbers
match narrative
statements

7. Avoid generalities,

acronyms, and jargon

8. Ask a colleague to review before you submit

9. Leave yourself plenty of time to get approval from your Institutional Review Board or Library Board; obtain a Director or Dean's letter of support; negotiate online submission requirements; and conform to Federal government requirements (DUNS #, SAM)

10. *Contact IMLS program staff if you need assistance!*

After You Apply

- 30 days after submission, you will get an email with an IMLS log number for your application.

- IMLS staff check each application for eligibility and completeness.

- Peer reviewers score applications and provide comments in a two-tiered process.

- By law, IMLS director makes final award decisions.

- Awards will be announced in late March 2015.

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Q & A

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We're going to use the remaining time to answer questions – you can use either phone or chat.

We wish you the best of luck with your application. If you have questions about LB21, please feel free to contact us using the following information:

Mary Alice Ball, Senior Program Officer, 202-653-4730, mball@imls.gov

Sandra Toro, Senior Program Officer, 202-653-4662, storo@imls.gov

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